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24 SEP 1973

MEMORANDUM FOR: Chief, Plans Staff, Deputy Director for
Management and Services

SUBJECT : Management and Services Directorate
Program and Performance Evaluation System

REFERENCE : DD/M&S Administrative Instruction No. 73-17

1. Attached hereto is the information requested in paragraph 5 of Reference.
2. Please advise if any additional data are desired.

[Redacted Signature Box]

Howard J. Osborn
Director of Security

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Attachment

Distribution:

Orig & 3 - Adse
1 - I/Security
① - PPB File
1 - PPB Chrono

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Management and Services Directorate
Program and Performance Evaluation System

FROM: EXTENSION NO. STAT
STAT Acting/Chief
Plans, Programs Branch DATE 21 September 1973

TO: (Officer designation, room number, and building) DATE RECEIVED FORWARDED OFFICER'S INITIALS COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/PP&AD 21 SEP 1973 DEADLINE: COB 25 September

2. DD/P&M 21 SEP 1973 Briefing papers covering topics to be discussed are being prepared.

3. D/Security 21 SEP 1973

4. DD/Security

5.

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7. AC/PPB

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TAB'S

Form 163a
8-66

ATTACHMENT

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(A) STATUS OF OBJECTIVES

OUT OF 23 OBJECTIVES SUBMITTED, TWO ARE BEHIND SCHEDULE. THE OTHERS ARE EITHER ON SCHEDULE OR EXCEEDING PLANNED PERFORMANCE LEVELS.

THE FOURTH REQUIRES INPUT FROM THE DDO AND THE 22ND ALSO REQUIRES MODIFICATION BECAUSE OF OFFICE OF JOINT COMPUTER SUPPORT SLIPPAGE AND THE OFFICE OF SECURITY REORGANIZATION.

(B) LIST OF TOPICS

(1) STATUS REPORT ON THE REORGANIZATION

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(4) STATUS REPORT ON BADGE MACHINE

(5) FOLLOW UP ACTIONS TO FIND

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(C)(D)&(E) NO ADDITIONAL ISSUES OR OTHER ITEMS ARE BEING RAISED AT THIS TIME.

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OBJECTIVE NO. 1

REVIEW DURING FY 1975, 20% OF THE ACTIVITIES OF EACH COMPONENT TO ASSESS ITS CAPABILITY TO MEET REQUIREMENTS AND TO JUSTIFY ITS NEED FOR CONTINUED EXISTENCE.

RESPONSE

DUE TO THE RECENT REORGANIZATION OF THE OFFICE OF SECURITY, ACTION PLANS FOR FY 1974 HAVE NOT YET BEEN COMPLETED. HOWEVER, THEY ARE UNDER PREPARATION.

COMMENT

THE ACTUAL REORGANIZATION INVOLVED EXTENSIVE REVIEW BY A SENIOR TASK FORCE ON ALL ASPECTS OF OUR SECURITY ACTIVITY. THIS GENERATED THE ABOLISHMENT AND/OR CONSOLIDATION OF THOSE UNITS WHICH DID NOT JUSTIFY CONTINUED EXISTENCE AND THE TRIMMING OF THOSE COMPONENTS WHICH COULD NOT JUSTIFY CONTINUATION AT SAME MANPOWER LEVEL.

Page 1 of 2

OFFICE : Security ACCOUNTABLE OFFICER(S): Branch Chiefs and Above

OBJECTIVE: Review during FY 1975 and each year thereafter 20% of the activities of each component in the Office to determine whether the reasons and justification for their original establishment continue to exist; assess their capability to satisfy known and projected requirements for the future; justify the need for their continued existence at current and projected levels; evaluate their performance in terms of current requirements; and develop a working program performance evaluation system for the continuing evaluation of ongoing programs to see if program (con't)

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OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

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*If overall evaluation is either Approved, For Release, 2002/06/18, CIA-RDP83B00823R000400020006-6

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Page 2 of 2

RESOURCES REQUIRED:

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OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF:

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*If overall evaluation is either $\frac{2}{3}$ or $\frac{4}{5}$, please complete Problem Analysis sheet.

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OBJECTIVE NO. 2

INCREASE PRODUCTIVITY IN AS MANY FUNCTIONAL AREAS AS POSSIBLE DURING FY 1975.

RESPONSE

THE ACTION PLAN FOR THIS OBJECTIVE IS CONTAINED IN THE ACTION PLANS OF THE 3RD, 4TH, 16TH AND 17TH OBJECTIVES.

COMMENT

THE 3RD ACTION PLAN COVERS FY 1975 CLEARANCE AND REINVESTIGATION CASES.

THE 4TH ACTION PLAN COVERS SUPPORT TO THE NONOFFICIAL COVER PROGRAM.

THE 16TH COVERS FY 1975 POLYGRAPH CASES.

THE 17TH COVERS CLEARANCE AND APPRAISAL ACTIVITIES.

OUR REORGANIZATION WILL REQUIRE A CONSOLIDATION OF THE 3RD AND 17TH OBJECTIVES AND ACTION PLANS SINCE ALL INVESTIGATIVE AND CLEARANCE ACTIVITIES ARE IN THE SAME DIVISION.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : Security ACCOUNTABLE OFFICER(S): Division Chiefs

RESOURCES REQUIRED:

OBJECTIVE: Increase productivity in as many functional areas as possible by
2 handling new and increasing workloads with the same number or
fewer personnel

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OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

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*If overall evaluation is either $\frac{0}{0}$ or $\frac{0}{\neq}$, please complete Problem Analysis sheet.

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OBJECTIVE NO. 3

PROVIDE OVERT AND COVERT CLEARANCES AND REINVESTIGATION SUPPORT IN FY 1975 EQUAL TO FY 1973 WITH FEWER PERSONNEL.

RESPONSE

THE FIRST MILESTONE IS NOT DUE FOR COMPLETION UNTIL 30 SEPTEMBER 1974.

COMMENT

ALTHOUGH THIS IS A FY 1975 OBJECTIVE, A REVIEW OF OVERT AND COVERT CLEARANCE CASES AND REINVESTIGATIONS COMPLETED DURING FY 1974 TO DATE INDICATES THAT BY 30 SEPTEMBER 1973 WE WILL HAVE COMPLETED OVER 7410 SUCH CASES.

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(When Filled In)

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OBJECTIVE AND ACTION PLAN

FISCAL YEAR 19 75

Chief, Clearance Division and Branch Chiefs

OFFICE : Security

ACCOUNTABLE OFFICER(S): Special Agents in Char

RESOURCES REQUIRED: 25X1

OBJECTIVE: Provide overt and covert clearance and reinvestigation support during
FY 1975 approximately equal to that provided in FY 1973 with a
3 reduction of 10 investigators over 1973. During FY 1975 this will
amount to about 30,000 cases which include 12,500 cases involving
field investigations.

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A.E. _____

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

± = + ≠

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Complete 7410 cases			30									
Complete additional 7410 cases						31						
Complete additional 7410 cases									29			
Complete additional 7420 cases												30

25X1

*If overall evaluation is either ± or ≠, please complete Problem Analysis sheet.
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OBJECTIVE NO. 4

PROVIDE INCREASING SUPPORT TO THE NONOFFICIAL COVER PROGRAM.

RESPONSE

THIS OBJECTIVE REQUIRES INPUT FROM ~~THE NONOFFICIAL~~ *DDO COMPONENTS*
~~COVER BRANCH.~~

COMMENT

NONE.

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OBJECTIVE AND ACTION PLAN

FISCAL YEAR 1974

Chief, Physical Security Division

OFFICE : Security

ACCOUNTABLE OFFICER(S): Chief, Technical Division

RESOURCES REQUIRED:

OBJECTIVE:

4

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A.E. _____

OVERALL EVALUATION*
(Circle One)

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STATUS REPORT FOR MONTHS OF: _____

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
When the requirements are clarified and defined by the <u>DDO</u> official Cover Activity Division, we will prepare an appropriate and responsive action plan.												

*If overall evaluation is either $\frac{2}{3}$ or $\frac{4}{5}$, please complete Problem Analysis sheet.

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OBJECTIVE NO. 5

IMPROVE SECURITY IN THE INFORMATION HANDLING FIELD.

RESPONSE

DUE TO REORGANIZATION AND A REDUCTION IN DOLLAR RESOURCES, NEW ACTION PLANS WERE PREPARED AND WERE SUBMITTED WITH OUR FY 1973 ANNUAL REPORT.

COMMENT

NONE.

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FISCAL YEAR 19

OFFICE : Security

ACCOUNTABLE OFFICER(S): Security Group

RESOURCES REQUIRED:

OBJECTIVE: Improve security in the information handling field by (a) initiating during
5 FY 1975 a comprehensive security analysis, testing and evaluation of the
planned mass storage system of the Office of Computer Services, (b) com-
pleting during the second half of FY 1975 initial comprehensive security
analysis and testing of all major Headquarters and Agency computer systems,
(c) developing during FY 1974 and implementing during FY 1975 procedures
and techniques for the retesting and recertification on a recurring basis
of the security of Agency computer systems and (d) developing (con't)

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OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF:

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*If overall evaluation is either Approved For Release 2002/06/18 : CIA-RDP83B00823R000400020006-6

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Page 2 of 2

OFFICE : Security ACCOUNTABLE OFFICER(S): _____

OBJECTIVE: (con't) by the end of FY 1975 through research, evaluation, and policy changes a methodology for handling on a long-term basis the multi-level security problem associated with computer operations.

STATUS REPORT FOR MONTHS OF: _____

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REVISED ACTION PLAN

Information Systems Security Program

FY 1975

10 August 1973

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Objective 1 (Management)

Continue improvement of program management of the Information Systems Security program by conducting a semiannual review of Agency and Community requirements in the computer security area and revising program objectives to meet these requirements.

Objective 2 (Policy Development)

Meet Agency security policy requirements referent to computer processing and the storage of official data by completing preparation and staffing of a Headquarters Handbook on computer security by the end of the first quarter of FY 1975.

Objective 3 (Guidance and Support)

Provide guidance and support as necessary during FY 1975 to Agency components and contractors to ensure continued protection of official data stored and processed by computers; specifically, provide guidance in the development, installation, and operation of the OC Cable Dissemination System and the OD&E Datacom replacement.

Objective 4 (Certification)

Conduct inspections of Agency computer operations and analytic testing of Agency systems on a highly selective basis to evaluate the security of such systems and operations as a basis for their security certification; specifically, complete in the third quarter of FY 1975 the software analysis of the OJCS GIM-II System, complete in the first quarter of FY 1975 a security analysis and test of NPIC computer operations, conduct during FY 1975 a system security test of the Mass Storage System, and initiate in the fourth quarter of FY 1975 a software security test of OJCS network operations.

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Objective 5 (Problem Resolution)

Identify and coordinate the development of solutions to administrative and technical problems associated with the security of an Agency information handling operations system, specifically implement by the end of FY 1975 an Agency system of security labels for computer-stored data, continue development during FY 1975 of computer security measurement techniques and units, develop by mid-FY 1975 enhanced techniques for terminal access controls, and develop a methodology during FY 1975 for the detection of "Trojan Horses" in computer operations.

Objective 6 (External Support)

Provide support to the Intelligence Community through the USIB structure and to other Government and non-Government efforts involved in the development of computer security techniques; specifically, continue staff support and direction to the USIB Computer Security Subcommittee, and policy guidance to the Community On-Line Intelligence System development.

Objective 7 (Top Secret Control)

Maintain an improved, less cumbersome system of control over Agency Top Secret material by implementing by mid-FY 1975 an automated control system for Agency Top Secret and other especially accountable material.

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PROGRAM: Information Handling Security

PROGRAM CATEGORIES:

- 0 - Management (Administration, Personnel, Training, Planning, Program Development, Review & Evaluation, Performance Reporting)
- 1 - Policy Development (Internal)
- 2 - Guidance & Support
- 3 - Certification
- 4 - Problem Resolution
- 5 - External Support
- 6 - OS ADP Planning Coordination
- 7 - Top Secret Control

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TYPES OF PROGRAM ELEMENTS

- 0 - ONGOING ACTIVITY, i.e., a continuing effort that cannot be isolated in terms of time including "stand-by" requirement support
- 1 - DISCRETE PROJECT, i.e., a program activity that can be specifically defined in terms of goal and has an assigned tenure of life(a beginning and end)

NOTE: In most cases a DISCRETE PROJECT has its embryonic development within an ongoing activity. It should be broken out as a separate element when its goal and life cycle are identified and it is recognized as requiring more than nominal resource allocation.

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PRIORITY ASSIGNMENTS:

- 0 - OVERHEAD, i.e., routine mandatory activity, the scope of and resource allocation for which is proportionate to the size of some or all non-overhead activities.
- 1 - CRITICAL, i.e., a requirement that satisfaction of which is ESSENTIAL to the national security or to the protection of Agency personnel or Agency operations.
- 2 - NECESSARY, i.e., an activity needed to provide ADEQUATE security to Agency information handling operations and official data.
- 3 - DESIRABLE, i.e., a program element designed to ENHANCE the protection of official data.
- 4 - HELPFUL, i.e., a program element which would ASSIST in providing better security for official data.

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PROGRAM CATEGORY: (C) MANAGEMENT

PAGE 1

PAGE 1

Priority Type	PROGRAM ELEMENT	FY 1974				FY 1975				FY 1976			
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
0	Program Development												
0	0 Program Review and Evaluation												
0	0 Activities Reporting												
0	0 Personnel Administration												
2	0 Training												
	Courses												
	Literature												
	Conferences												

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INFORMATION SYSTEMS SECURITY PROGRAM
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PROGRAM CATEGORY: (1) POLICY DEVELOPMENT (INTERNAL)

Priority Type	PROGRAM ELEMENT	FY 1974				FY 1975				FY 1976			
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
2	HN: Computer Security Responsibilities	←→											
2	1 HR: Sanitization of Storage Media		←→										
3	1 Remote Terminal Security Standards	←→											
	25X1												
2	1 [] Revision	←→											
2	1 Classification of Computer Material		←→										
	25X1												
1	1 [] Computer Security	←→											
	Grid Standards:												
3	1 Develop for Non-Hdgs.	←→											
3	1 Review Hdgs. Standards		←→										

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PROGRAM CATEGORY: (2) GUIDANCE & SUPPORT

Priority Type	PROGRAM ELEMENT	FY 1974				FY 1975				FY 1976			
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
2	Guidance and Continuing Support	←											
	IP Board Planning												
	MAP Development												
	OC (Commo. Computers)												
	OL Contractor Sites												
25X1	DDO/ []												
	DD/S&T: (including)												
	SMS Contractors												
	OSA Opns. and Contractors												
	SPS/SS												
	ORD												
	OTS												
25X1	OD&E [] and other												
	Programs)												

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PROGRAM CATEGORY: (2) GUIDANCE & SUPPORT

Priority Type	PROGRAM ELEMENT	FY 1974				FY 1975				FY 1976			
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
	OEL												
	NPIC Computer Opns.												
	Special Security Center												
	OJCS Security Support												
	Special Project Support												
	OJCS Mass Storage System	←————→											
1	OC Cable Dissemination System		←————→										
1	ODE Datacom Replacement		←————→										
1	Hdqs. Grid Expansion												
1	NPIC Grid Development												

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PROGRAM CATEGORY: (2) GUIDANCE & SUPPORT

Priority	Type	PROGRAM ELEMENT	FY 1974				FY 1975				FY 1976			
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
		Computer Security Training												
3	0	Briefings to OTR Courses	←	←	←	←	←	←	←	←	←	←	←	←
2	1	Reactivate Computer Security Seminar		←										
3	0	Special Briefings	←	←	←	←	←	←	←	←	←	←	←	←
2	0	Broaden Base of Computer Security Knowledge among OS Professionals	←	←	←	←	←	←	←	←	←	←	←	←
		Security Audit Systems												
0		Manage OJCS 67/1 System	←	←	←	←	←	←	←	←	←	←	←	←
1		Develop Others	←	←	←	←	AS	REQUIRED	←	←	←	←	←	←
2	0	Perform Agency ISSO Function	←	←	←	←	←	←	←	←	←	←	←	←
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INFORMATION SYSTEMS SECURITY PROGRAM

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PROGRAM CATEGORY: (3) CERTIFICATION

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Priority	Type	PROGRAM ELEMENT	FY 1974				FY 1975				FY 1976			
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
2		OJCS 67/1 Security Test												
		Complete Report	↔											
		Certification Action	↔											
		Critique		↔										
		Briefings on Results		↔										
2	1	OJCS Software Disconnect												
		Initial T&E	↔											
		Retest				↔								
		Remote Terminal Inspection												
2	0	Initial Inspections	↔											
3	1	Resurvey Program		↔			↔			↔				
3	1/0	After Hours Checks	↔											

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INFORMATION SYSTEMS SECURITY PROGRAM

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PROGRAM CATEGORY: (S) CONFIDENTIAL Approved For Release 2002/06/18 : CIA-RDP83B00823R000400020006-6

Priority	Type	PROGRAM ELEMENT	FY 1974				FY 1975				FY 1976			
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
2	1	OJCS GIM-II Analysis, Test and Evaluation												
		NPIC Systems A-T-E												
2	1	Survey Installation and Procedures												
2	1	System Analysis and Test												
2	1	Contractor SW Testing												
2	1	Evaluation and Report												
3	1	OJCS Network Opns. SW Test												
2	1	OJCS Mass Storage System Test												

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INFORMATION SYSTEMS SECURITY PROGRAM

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PROGRAM CATEGORY: (4) PROBLEM RESOLUTION

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Priority	Type	PROGRAM ELEMENT	FY 1974				FY 1975				FY 1976			
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
2		Security Labels for Computer Stored Data												
		Develop Concept												
		Develop Standards												
		Implement as Required												
3	1	Computer Security Measurement												
		Develop Concept												
		Develop Techniques												
		Develop Units of Measure												
	1	Tape Initialization Techniques												
	1	Need-to-Know in Computer Operation												
		Study of Requirements vs Capabil-												

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PROGRAM CATEGORY: (5) EXTERNAL SUPPORT

Priority	Type	PROGRAM ELEMENT	FY 1974				FY 1975				FY 1976			
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
		Liaison Support												
2	0	USIB (IC Staff, IHC, etc.)	←											
3	0	Other U.S. Gov't. (OSD, NBS, etc.)	←											
2	0	USCSB	←											
3	0	Non-Government	←											
3	0	Foreign Government	←											
							AS	REQUIRED						
2		COINS Support												
		25X1												
3	1	"RSS" Contract												
		Conferences	←											
		Evaluation of Participation				→								

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INFORMATION SYSTEMS SECURITY PROGRAM
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PROGRAM CATEGORY: (5) OS ADP PLANNING COORDINATION

Priority	Type	PROGRAM ELEMENT	FY 1974				FY 1975				FY 1976			
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
2		OS Support to DD/M&S/IPC	←											
2	0	MAP Planning Coordination	←											
4	1	CENBAD Implementation	←			→								
3	1	CAPER-OS Implementation	←											
4	1	Automated Visitor Control System												
3	1	Badge Machine Project Support	←											
25X1	3	Systems Approach to Security <input type="checkbox"/>	←											

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INFORMATION SYSTEMS SECURITY PROGRAM

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PROGRAM CATEGORY: (7) TOP SECRET CONTROL

Priority	Type	PROGRAM ELEMENT	FY 1974				FY 1975				FY 1976			
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
0		Maintain Existing Program	←→											
2	1	Identify Deficiencies	←→											
2	1	Make Priority Changes	←→											
		Upgraded Program												
2		Develop Total Plan	←→											
2	1	Coordinate and Approve		←→										
2	1	Parallel Operations			←→									
0	0	Fully Implement				←→								
3	1	Automated Control System	←→				←→							

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OBJECTIVE NO. 6

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TO PLACE 18 ON THE CENTRAL
COMPUTER STORAGE BY 31 DECEMBER 1974.

RESPONSE

THIS ACTIVITY IS MEASURABLY EXCEEDING PLANNED
PERFORMANCE LEVELS.

COMMENT

TWELVE SYSTEMS HAVE ALREADY BEEN INCORPORATED AS
COMPARED TO NINE SYSTEMS PLANNED BY 31 OCTOBER 1973.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 19 74

25X1

OFFICE : Security ACCOUNTABLE OFFICER(S): Chief, Technical Division

RESOURCES REQUIRED:

OBJECTIVE: To place all of the on the Central
6 computer storage by incorporating 18 systems into the OCS "Spyder"
memory for RF logs by 31 December 1974.

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OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

+ = $\frac{+}{-}$ $\frac{+}{+}$ $\frac{+}{\neq}$

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Incorporate five systems		31										
Incorporate four systems				31								
Incorporate four systems						31						
Incorporate five systems								28				

25X1

*If overall evaluation is either 2 or 4, please complete Problem Analysis sheet
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25X1

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OBJECTIVE NO. 8

25X1 INSTALL BY FY 1975.

RESPONSE

THIS ACTIVITY IS MEETING PLANNED PERFORMANCE LEVELS.

COMMENT

EIGHT INSTALLATIONS HAVE BEEN MADE VIS-A-VIS FIVE
PLANNED.

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OBJECTIVE NO. 10

TO DECREASE INSPECTION TRIPS BY GREATER UTILIZATION

25X1

RESPONSE

THIS OBJECTIVE IS ON TARGET. PLANNED PERFORMANCE LEVELS
ARE BEING MET.

COMMENT

NO MORE THAN THREE TRIPS WILL BE MADE BY 30 SEPTEMBER
VIS-A-VIS THREE TRIPS PLANNED.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1975

OFFICE : Security ACCOUNTABLE OFFICER(S): _____

RESOURCES REQUIRED:

OBJECTIVE: Periodic Technical Inspections

\$ _____
A.E. _____

10

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

\pm $=$ $\frac{a}{b}$ \neq

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1 Trip		30										
1 Trip				31								
1 Trip						31						
2 Trips								28				
2 Trips										30		
2 Trips												30

25X1

*If overall evaluation is either Approved, For Release 2002/06/18: CIA-RDP83B00823R000400020006-6

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OBJECTIVE NO. 12

TO COMPLETE A STUDY TO STREAMLINE INVESTIGATIVE TECHNIQUES.

RESPONSE

THE PLANNED PERFORMANCE LEVELS ARE BEING MET.

COMMENT

25X1 THE ACTION PLAN CALLS FOR THE COMPLETION OF A REVIEW OF STATUTORY REQUIREMENTS FOR INVESTIGATIVE COVERAGE BY 31 AUGUST 1973. THIS HAS BEEN ACCOMPLISHED WITH A REVIEW OF E.O. 10450, DCID 1/14 A SURVEY IN HEADQUARTERS TO DETERMINE STREAMLINING POSSIBILITIES BY 31 DECEMBER 1973 IS IN PROCESS AND WILL BE COMPLETED ON OR BEFORE THE DUE DATE.

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Page 1 of 1

OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : Security ACCOUNTABLE OFFICER(S): Chief, Clearance Division and Branch Chiefs

RESOURCES REQUIRED:

OBJECTIVE: To complete during FY 1974 a study to determine how we can streamline investigative techniques and procedures and implement during FY 1975 the approved recommendations. This objective is designed to ensure that with fewer investigators available, investigations will still comply with statutory and Agency requirements.

\$ _____
A.E. /

OVERALL EVALUATION*
(Circle One)

+ = - /

STATUS REPORT FOR MONTHS OF: _____

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Complete a review of statutory requirements for investigative coverage.		31										
Complete a branch by branch survey in Headquarters to determine streamlining possibilities.						31						
Complete a field study of streamlining possibilities, based on the Headquarters survey.										30		
Complete an analysis of the survey and establish recommendations.												28

25X1

*If overall evaluation is either = or / Approved For Release 2002/06/18 : CIA-RDP83B00823R000400020006-6

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OBJECTIVE NO. 13

DEVELOP COST DATA FOR OPERATIONAL SUPPORT ACTIVITIES.

RESPONSE

THIS ACTIVITY IS MEETING PLANNED PERFORMANCE LEVELS.

COMMENT

THE FIRST MILESTONE WITH A DUE DATE OF 28 SEPTEMBER REFLECTS THE ESTABLISHMENT OF A PROCEDURE TO RECORD SUPPORT SERVICES RENDERED INDIVIDUAL COMPONENTS. THIS, A SIMPLE, FIRST STEP, HAS BEEN ACCOMPLISHED. OTHER MILESTONES ARE SET FOR 31 DECEMBER 1973, 29 MARCH 1974 AND 28 JUNE 1974. WE EXPECT TO MEET THESE DEADLINES.

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OBJECTIVE AND ACTION PLAN

FISCAL YEAR 19 74

Chief, Security Support Division

ACCOUNTABLE OFFICER(S): Chief, Operations Support Branch

OFFICE : Security

RESOURCES REQUIRED:

\$
A.E.

OBJECTIVE: Develop during FY 1974 a system which will permit the identification of costs applicable to the various operating components for operational support (including manhours and compensation). This system is for the purpose of justifying our personnel needs and determining the feasibility of charging customers for these services in ensuing fiscal years.

13

OVERALL EVALUATION*
(Circle One)± ☒ ☐ ☐ ☐

STATUS REPORT FOR MONTHS OF: _____

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Establish a procedure in Headquarters to record the individual components levying support requirements.			28									
Establish a method to determine the field contributions by number of manhours and extra costs incurred during individual support assignments.						31						
Provide an arrangement to account for the number of Headquarters manhours expended for individual support assignments.									29			
Complete the coordination of the system to identify costs per individual requesting components.					1							28

25X1

*If overall evaluation is either Approved or Not Approved, please complete Problem Analysis sheet.

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OBJECTIVE NO. 15

REVIEW AND RESTRUCTURING OF SECURITY TRAINING COURSES.

RESPONSE

PLANNED PERFORMANCE LEVELS HAVE BEEN EXCEEDED. THE COURSE UNDERWENT A FORMAL RESTRUCTURING WHICH WAS COMPLETED ON 10 SEPTEMBER 1973. THE RESTRUCTURED COURSE WAS OFFERED, ON A TRIAL BASIS, DURING THE TWO WEEK PERIOD STARTING 17 SEPTEMBER 1973.

THE FIRST SCHEDULED OFFERING WILL BE IN APRIL 1974.

COMMENT

THIS ACTIVITY IS INTENDED TO TRAIN NON-OS EMPLOYEES GOING TO BASES OVERSEAS WHERE THERE ARE NO SECURITY OFFICERS.

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Page 1 of 1

OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : Security ACCOUNTABLE OFFICER(S): Chief, Training Branch

RESOURCES REQUIRED:

OBJECTIVE: To review our Security Training Courses during FY 1974 and restructure our Training Courses for Security Officers going abroad by 1 January 1974 to make them responsive to the Security needs of certain support personnel going abroad to posts where no professional Security Officers are assigned. These courses will be made available in the last half of FY 1974 to non-Security personnel going overseas in FY 1975 who have the need for this Security Training.

\$ _____
A.E. 1/2

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

(+) = $\frac{2}{3}$ $\frac{1}{2}$ $\frac{1}{3}$

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Structure Course							1					
Institute Course										30		
Offer redesigned physical security courses on a scheduled basis.												

*If overall evaluation is either Approved or Not Approved, please complete Problem Analysis sheet.

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OBJECTIVE NO. 16

INCREASE PRODUCTIVITY IN THE POLYGRAPH FIELD.

RESPONSE

THE FIRST MILESTONE IS SET FOR 31 AUGUST 1974. THUS, IT IS TOO EARLY TO EVALUATE THIS ACTIVITY.

COMMENT

THE OBJECTIVE IS TO DO THE SAME WORK IN FY 1975 AS IN FY 1973 WITH 2 LESS EXAMINERS.

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Page 1 of 2

OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1975

OFFICE : Security ACCOUNTABLE OFFICER(S): Chief, Interrogation Branch

RESOURCES REQUIRED:

OBJECTIVE: To maintain the current polygraph work level (FY 1973) and absorb a possible increase with two less examiners during FY 1975.

\$ _____
A.E. 22

16

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

+ = + +

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cases originating in O/Pers and other overt sources (334.3 cases)		31										
Cases originating in Clandestine Service (57.6 cases)		31										
Cases originating in O/Pers and other overt sources (334.3 cases)				31								
Cases originating in Clandestine Service (57.6 cases)				31								
Cases originating in O/Pers and other overt sources (334.3 cases)						31						
Cases originating in Clandestine Service (57.6 cases)						31						
Cases originating in O/Pers and other overt sources (334.3 cases)								28				
Cases originating in Clandestine Service (57.6 cases)								28				
Cases originating in O/Pers and other overt sources (334.3 cases)										30		

*If overall evaluation is either +, =, +, or +, please complete Progress Analysis Sheet.

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25X1

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1975

OFFICE : Security

ACCOUNTABLE OFFICER(S): _____

RESOURCES REQUIRED:

OBJECTIVE:

\$ _____
A.E. _____

16

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

\pm $=$ $\frac{2}{1}$ $\frac{1}{2}$

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cases originating in Clandestine Service (57.6 cases)										30		
Cases originating in O/Pers and other overt sources (334.3 cases)												30
Cases originating in Clandestine Service (57.6 cases)												30

25X1

*If overall evaluation is either 4 or 7, please complete Problem Analysis Sheet.

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OBJECTIVE NO. 17

TO APPRAISE THE SAME NUMBER OF CASES DURING FY 1975
AS FY 1973 WITH 4 LESS PERSONNEL.

RESPONSE

BECAUSE OF THE REORGANIZATION, THIS ACTIVITY IS
MEASURABLY EXCEEDING PLANNED PERFORMANCE LEVELS. AS A
RESULT OF THE REORGANIZATION, HOWEVER, AN AMENDED OBJECTIVE
WILL BE PREPARED.

COMMENT

THIS OBJECTIVE CALLED FOR A STUDY OF PERSONNEL SECURITY
DIVISION PROCEDURES IN ORDER TO REALIZE GREATER EFFICIENCIES.
THE STUDY WAS TO BE COMPLETED BY 1 JUNE 1974. THE CONSOLIDATION
OF IOS AND PS INTO PSI WAS ACCOMPLISHED ON 31 JULY 1973 ABOUT
10 MONTHS BEFORE THE DUE DATE OF THE FIRST MILESTONE.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 19 74

OFFICE : Security ACCOUNTABLE OFFICER(S): Chief, Clearance Division and Branch Chiefs

RESOURCES REQUIRED:

OBJECTIVE: To process and appraise during FY 1975 the same number of cases as in
FY 1973 with a reduction of four professional appraisal personnel.

\$ _____
A.E. _____

17

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

(+) = $\frac{2}{1}$ $\frac{3}{1}$ $\frac{4}{1}$

MILESTONES

COMPLETION DATES

Completion of planning and action within Personnel Security Division to realize greater efficiencies and quality productivity through the realignment of available personnel and workloads, and to qualify any other avenues to further streamline procedures in order to fulfill the objective.

Personnel Security Division will meet personnel meetings with the reduction of four professional appraisal personnel.

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

1

30

1

25X1

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OBJECTIVE NO. 18

IDENTIFY AND EVALUATE NON-POLLUTION DEVICES FOR
DOCUMENT DESTRUCTION DURING FY 1974.

RESPONSE

IT IS TOO EARLY IN THE FISCAL YEAR TO DETERMINE THE
STATUS OF THIS ACTIVITY. HOWEVER, IT IS EXPECTED THAT
PLANNED PERFORMANCE LEVELS WILL BE MET OR EXCEEDED.

COMMENT

AVAILABLE LITERATURE IS BEING OBTAINED.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1975

OFFICE : Security ACCOUNTABLE OFFICER(S): _____

RESOURCES REQUIRED:

OBJECTIVE:

\$ _____
A.E. _____

18

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

\pm $=$ $\frac{\circ}{\pm}$ \neq

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Publish a list of approved emergency destruction devices together with their characteristics and capacities.								28				

OBJECTIVE NO. 19

INSTITUTE A STUDY ON GUARD POSTS AND EVALUATE GUARD PERFORMANCE AND PROVIDE IN APRIL 1976 A BADGE MACHINE.

RESPONSE

BECAUSE THE BADGE MACHINE WILL BE PURCHASED DURING FY 1974, WE ARE EXCEEDING PLANNED PERFORMANCE LEVELS. THE EVALUATION PROGRAM COVERING GUARDS AND POSTS WILL BE COMPLETED ON SCHEDULE.

COMMENT

THE EVALUATION PROGRAM IS DUE TO BE COMPLETED BY 30 MARCH 1974.

OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974
Chief, Physical Security Division
Chief, Technical Division

OFFICE : Security

ACCOUNTABLE OFFICER(S): Chief, Technical Division

RESOURCES REQUIRED:

OBJECTIVE: To increase the validity and reliability of procedures covering ingress and egress of Agency buildings by (1) developing by 1 January 1974 a program for continued evaluation of guard post necessity and the performance of the guards and (2) by providing in April 1976 a system to validate badges and match them to their unique holder.

19

\$ 350000
A.E. 1

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

(+) = $\frac{a}{b}$ \neq

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Initiate study of Federal Protective Officers and guard posts							1					
Complete FPO and guard post study									30			

*If overall evaluation is either $\frac{a}{b}$ or \neq , please complete Problem Analysis sheet.

25X1



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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1975

OFFICE : Security ACCOUNTABLE OFFICER(S): _____

RESOURCES REQUIRED:

OBJECTIVE: \$ _____
A.E. _____

19

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

\pm $=$ $\frac{\circ}{\circ}$ \neq

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Solicit proposals for a badge validator.			30									
Evaluate proposals for a badge validator.								28				
Contract for a badge validation system.												30

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1976

OFFICE : Security ACCOUNTABLE OFFICER(S): _____

RESOURCES REQUIRED:

OBJECTIVE:

\$ _____
A.E. _____

19

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

± = ≤ ≠

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Receive badge validation system.							30					
Install and check out badge validation system.									29			
Accept system.										30		



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#20

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OBJECTIVE NO. 20

TO DEVELOP ALARMS, TV'S, FOR EXTERNAL SECURITY THUS
REDUCING COSTS FOR INTERIOR VAULTS, CONTAINERS AND GUARD
POSTS.

RESPONSE

THIS IS A FY 1975 OBJECTIVE.

COMMENT

AVAILABLE LITERATURE IS BEING OBTAINED.

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Page 1 of 2

OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1975

OFFICE : Security ACCOUNTABLE OFFICER(S): Chief, Physical Security Division

RESOURCES REQUIRED:

OBJECTIVE: To locate and/or develop a family of superior perimeter alarms, low light level closed circuit TV's and personnel authenticators which will provide a level of external security that will result in a net cost savings by reducing costs for interior vault construction, security containers and guard posts.

20

\$ _____
A.E. 1/4

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

+ = ÷ ≠

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Identify, test and evaluate perimeter alarm systems, low light level closed circuit TV, personnel authenticators and related devices offering increased external security.			30									
Prepare an approved list of systems offering a high degree of external security.						31						

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 19 76

OFFICE : Security ACCOUNTABLE OFFICER(S): _____

RESOURCES REQUIRED:

OBJECTIVE:

\$ _____
A.E. _____

20

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

\pm $=$ $\frac{\circ}{\circ}$ \neq

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Survey selected Agency installations with a view toward recommending approved external security system that would permit cost savings on internal security devices, construction or guard posts.						31						

*If overall evaluation is either \$ or #, please complete Problem Analysis sheet.

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25X1

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OBJECTIVE NO. 21

TO ACHIEVE A NET ZERO GROWTH BY 30 JUNE 1975 AT THE RECORDS CENTER.

RESPONSE

THIS IS A FY 1975 OBJECTIVE.

COMMENT

WE PURCHASED MICROFICHE EQUIPMENT IN FY 1972 AND WILL PURCHASE ADDITIONAL EQUIPMENT IN FY 1975. WITH TWO CAMERAS, WE WILL BE ABLE NOT ONLY TO ACHIEVE A NET ZERO GROWTH BUT POSSIBLY REDUCE OUR HOLDINGS AT THE RECORDS CENTER.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1975

OFFICE : Security ACCOUNTABLE OFFICER(S): Chief, Security Records Division

RESOURCES REQUIRED:

OBJECTIVE: By utilizing and reorganizing existing manpower and funding levels,
21 achieve a net zero growth by June 30, 1975 in the Office of Security's
holdings at the Agency Records Center.

\$ _____
A.E. 9

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

+ = ± ≠

MILESTONES	25X1	COMPLETION DATES											
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Complete microfiche processing on	[Redacted]	31											
Complete microfiche processing on				30									
Complete microfiche processing on						30							
Complete microfiche processing on								31					
Complete microfiche processing on										31			
Complete microfiche processing on												31	
Complete microfiche processing on													30



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OBJECTIVE NO. 22

HAVE A FULLY AUTOMATIC CAPER-OS SYSTEM BY 30 JUNE 1974.

RESPONSE

AS A RESULT OF OS REORGANIZATION AND SLIPPAGE IN THE OFFICE OF JOINT COMPUTER SUPPORT SCHEDULE CONCERNING CAPER-OS, A NEW ACTION PLAN MUST BE PREPARED. BECAUSE THIS INVOLVES A JOINT OS, OJCS EFFORT, PROBLEM ANALYSIS WILL BE DELAYED UNTIL OJCS ESTIMATES ON MODIFICATION ARE RECEIVED.

COMMENT

NONE.

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Page 1 of 2

OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : Security ACCOUNTABLE OFFICER(S): Chief, Security Records Division

RESOURCES REQUIRED:

OBJECTIVE: By utilizing and reorganizing existing manpower and funding levels, complete by June 30, 1974, the process of replacing existing manual controls and reporting activities associated with case processing procedures in the Office of Security with a fully automatic CAPER-OS System.

22

\$ _____
A.E. _____

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

+ = (S) (L)

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Conduct one week course for Cathode Ray Tube (CRT) terminal operators.	9											
Distribute Procedure Handbooks for processing points.	13											
Install terminal equipment and furniture	16											
Brief and train professional and supporting clerical personnel.	18											
Train terminal equipment operators.	30											
Test CAPER-OS System (with test data).		6										
Implement Stage 1 - the parallel operation of manual and automated case processing systems for all overt and overt miscellaneous type security clearance actions.			7									
Completion of Stage 1							4					

*If overall evaluation is either 2 or 4, please circle the number. If overall evaluation is 1, 3, 5, or 6, please check the appropriate box.

25X1

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : Security

ACCOUNTABLE OFFICER(S): _____

RESOURCES REQUIRED:

OBJECTIVE:

22

\$ _____
A.E. _____

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: _____

+ = ± ≠

MILESTONES	COMPLETION DATES											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Implement Stage 2 - the parallel operation of manual and automated case processing systems for all covert type security clearance actions.												
Completion of Stage 2 - case processing controls for overt and covert type security clearance actions is automated.								1				
												30

*If overall evaluation is either Approved or Disapproved, please complete Problem Analysis sheet.

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OBJECTIVE NO. 23

COSTING OF INVESTIGATIONS AND CLEARANCES.

RESPONSE

PLANNED PERFORMANCE LEVELS ARE BEING MET.

COMMENT

NONE.

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Page 1 of 1

OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : Security ACCOUNTABLE OFFICER(S): Chief, Clearance Division

OBJECTIVE: Develop during FY 1974 and implement during FY 1975 a system which will permit actual costing of investigations and clearances both as to dollars and manhours as a means of supporting our requirements for personnel and funds during subsequent years.

23

RESOURCES REQUIRED:

\$ _____
A.E. 1/4

OVERALL EVALUATION*
(Circle One)

± (=) ($\frac{2}{1}$) ≠

STATUS REPORT FOR MONTHS OF: _____

MILESTONES

COMPLETION DATES

Commence compilation of costs and manhours covering investigations and clearances.

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

1

Analyze and extrapolate accumulated data.

31

Use as justification for requests fund and personnel levels in our Program Submissions.

31

*If overall evaluation is either $\frac{2}{1}$ or $\frac{1}{2}$, fill in Problem Analysis Sheet.

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PROBLEM ANALYSIS SHEET

FOR MONTHS OF July 1973, FY 1974

OFFICE : Security

OBJECTIVE : See Attached

OVERALL EVALUATION: 2 or 7. (Circle One)

[illegible]